

Youth Opportunity Boston – Transitional Employment Services

Career Level (4)

Description

The Career Level (4) in the Youth Opportunity Boston’s Transitional Employment Services is targeted to youth with consistent skilled employment history and those who exhibit positive work behaviors. This level provides participants with primary labor market employment. The Career Level (4) further develops workplace etiquette and job advancement skills in youth. It challenges youth to meet career expectations while seeking professional development opportunities. Youth at this level may be enrolled in college or as part of the Employment Services, may be referred into a skills training program. YO Boston is currently establishing relationships with employers who will provide this training; YO Boston will provide the training stipend for “earning while learning”.

Criteria

- Member of the Youth Opportunity program, 17-21.
- Has held at least 2 jobs; maintained 1 of the jobs for 6 months or more.
- Motivated/willing to work.
- Two professional references.
- Capable of locating employment independently.
- Clear understanding of long-term goals.
- Stable living situation and/or daycare status.
- Dresses appropriately; good hygiene.
- JRT Portfolio
 - sample job application
 - sample cover letter
 - resume
 - references
 - sample thank you letter
 - interview assessment sheet

Requirements

- Adheres to all policies of employer.
- Maintains a consistent work ethic.
- Notifies career specialist of any job changes.
- Ends employment with proper notice
- Has attended JRT/Life Skills workshops and continues to attend higher level workshops for their own personal development.

Workshops

Workshops will be conducted on an on-going basis on advanced computer skills, advanced financial planning and advanced professional development. Members will be asked to attend the workshops, in order to prepare them for life beyond the Y.O.Boston program.

Disciplinary Policy

Members will be asked to read and adhere to the policies at their individual work sites. They will be held to the rules, regulations, and expectations of that organization.

Work Based Learning Plan

The goal of the Work Based Learning Plan is to assess a member's skill level and set goals.

- When the member is hired the direct supervisor, member, and Career Specialist will discuss the job duties and responsibilities, in order for everyone to be clear about goals.
- 1st Review should be conducted two weeks after student has started the position and will be used to assess the member's work readiness level. Goals will be set for the member, to encourage he/she to reach the next level of skill acquisition.
- 2nd Review will be conducted at a minimum 12 weeks later to be used to assess the employability skills gained by the member.

Next Steps

When the member is in the Career Level (4), they need to have been assessed using the Work Based Learning plan or have been employed for one year. They will then meet with their Case Manager and Career Specialist to determine the next steps that will be taken to secure more advanced employment if requested.